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1 March 1998

SECRETARY-GENERAL'S BULLETIN

AMENDING THE 100 SERIES OF THE STAFF RULES

The Secretary-General, in accordance with staff rule 112.2 (a), promulgates the following:

1. Staff rules 100.1 to 112.8, applicable to all staff members except those specified in rule 100.1, published in Secretary-General's bulletin ST/SGB/Staff Rules/1/Rev.9, are hereby amended as follows.

2. Rule 103.22, Mobility and hardship allowance, is amended to reflect General Assembly resolution 51/216, which introduced as from 1 January 1997 a five-year limit on payment of the non-removal element of the allowance at one duty station, with a possible extension of up to two years on an exceptional basis.

3. Rule 105.2, Special leave, is amended to allow special leave without pay, including time for travel, when an immediate family member dies or in case of serious family emergency.

4. Rule 106.2, Sick leave, is amended to allow eligible staff to use all or part of their entitlement to uncertified sick leave, that is, up to a maximum of seven days in a calendar year, to attend to family-related emergencies, or for paternity leave in case of birth or adoption of a child.

5. Rule 106.3, Maternity leave, is amended to allow partial conversion of maternity leave to paternity leave where both spouses are staff members of the Secretariat; and to allow the use of accrued annual leave as paternity leave, under conditions established by the Secretary-General.

6. Unless otherwise indicated, these amendments are effective as from 1 January 1998.

7. New pages 9-12, 27-28, 41-42, 47-50, 99-102, 105-112 and 119-120, containing the texts of the amended rules, the amendments to staff regulation 3.3 (b) approved by the General Assembly since the issuance of ST/SGB/Staff Rules/1/Rev.9, and the salary scales in effect as from 1 March 1998, are transmitted herewith for insertion in revision 9 of the Staff Rules.

(Signed) Kofi A. ANNAN
Secretary-General

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Article III

SALARIES AND RELATED ALLOWANCES

Regulation 3.1: Salaries of staff members shall be fixed by the Secretary-General in accordance with the provisions of annex I to the present Regulations.

Regulation 3.2: (a) The Secretary-General shall establish terms and conditions under which an education grant shall be available to a staff member residing and serving outside his or her recognized home country whose dependent child is in full-time attendance at a school, university or similar educational institution of a type that will, in the opinion of the Secretary-General, facilitate the child's reassimilation in the staff member's recognized home country. The grant shall be payable in respect of the child up to the end of the fourth year of post-secondary studies or the award of the first recognized degree, whichever is the earlier. The amount of the grant per scholastic year for each child shall be 75 per cent of the admissible educational expenses actually incurred, subject to a maximum grant as approved by the General Assembly. Travel costs of the child may also be paid for an outward and return journey once in each scholastic year between the educational institution and the duty station, except that in the case of staff members serving at designated duty stations where schools do not exist that provide schooling in the language or in the cultural tradition desired by staff members for their children, such travel costs may be paid twice in the year in which the staff member is not entitled to home leave. Such travel shall be by a route approved by the Secretary-General but not in an amount exceeding the cost of such a journey between the home country and the duty station.

(b) The Secretary-General shall also establish terms and conditions under which, at designated duty stations, an additional amount of 100 per cent of boarding costs subject to a maximum amount per year as approved by the General Assembly may be paid in respect of children in school attendance at the primary and secondary levels.

(c) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member serving in a country whose language is different from his or her own and who is obliged to pay tuition for the teaching of the mother tongue to a dependent child attending a local school in which the instruction is given in a language other than his or her own.

(d) The Secretary-General shall also establish terms and conditions under which an education grant shall be available to a staff member whose child is unable, by reason of physical or mental disability, to attend a normal educational institution and therefore requires special teaching or training to prepare him or her for full integration into society or, while attending a normal educational institution, requires special teaching or training to assist him or her in overcoming the disability. The amount of this grant per year for each disabled child shall be equal to 100 per cent of the education expenses actually incurred, up to a maximum amount approved by the General Assembly.

(e) The Secretary-General may decide in each case whether the education grant shall extend to adopted children or stepchildren.

Regulation 3.3: (a) An assessment at the rates and under the conditions specified below shall be applied to the salaries and such other emoluments of staff members as are computed on the basis of salary, excluding post adjustments, provided that the Secretary-General may, where he deems it advisable, exempt from the assessment the salaries and emoluments of staff members engaged at locality rates.

(b) (i) The assessment shall be calculated at the following rates for staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations:

Assessment

Total assessable payments (United States dollars)	Staff assessment rates for purposes of pensionable remuneration and pensions (percentage)
Up to 20,000 per year	11
20,001 to 40,000 per year	18
40,001 to 60,000 per year	25
60,001 and above per year	30

Total assessable payments (United States dollars)	Staff assessment rates used in conjunction with gross base salaries (percentage)	
	Staff member with a dependent spouse or a dependent child	Staff member with neither a dependent spouse nor a dependent child
First 15,000 per year	9.0	11.8
Next 5,000 per year	18.1	24.5
Next 5,000 per year	21.5	27.0
Next 5,000 per year	24.9	31.5
Next 5,000 per year	27.5	33.4
Next 10,000 per year	30.1	35.7
Next 10,000 per year	31.8	38.2
Next 10,000 per year	33.5	38.8
Next 10,000 per year	34.4	39.8
Next 15,000 per year	35.3	40.8
Next 20,000 per year	36.1	44.2
Remaining assessable payments	37.0	47.4

(ii) The assessment shall be calculated at the following rates for staff members whose salary rates are established under paragraph 7 of annex I to the present Regulations:

Total assessable payments (United States dollars)	Assessment (percentage)
Up to 20,000 per year	19
20,001 to 40,000 per year	23
40,001 to 60,000 per year	26
60,001 and above per year	31

(iii) The Secretary-General shall determine which of the scales of assessment set out in subparagraphs (i) and (ii) above shall apply to each of the groups of personnel whose salary rates are established under paragraph 5 of annex I to the present Regulations;

(iv) In the case of staff members whose salary scales are established in currencies other than United States dollars, the relevant amounts to which the assessment applies shall be fixed at the local currency equivalent of the above-mentioned dollar amounts at the time the salary scales of the staff member concerned are approved.

(c) In the case of a person who is not employed by the United Nations for the whole of a calendar year or in cases where there is a change in the annual rate of payments made to a staff member, the rate of assessment shall be governed by the annual rate of each such payment made to him or her.

(d) The assessment computed under the foregoing provisions of the present regulation shall be collected by the United Nations by withholding it from payments. No part of the assessment so collected shall be refunded because of cessation of employment during the calendar year.

(e) Revenue derived from staff assessment not otherwise disposed of by specific resolution of the General Assembly shall be credited to the Tax Equalization Fund established by General Assembly resolution 973 A (X).

(f) Where a staff member is subject both to staff assessment under this plan and to national income taxation in respect of the salaries and emoluments paid to him or her by the United Nations, the Secretary-General is authorized to refund to him or her the amount of staff assessment collected from him or her provided that:

(i) The amount of such refund shall in no case exceed the amount of his or her income taxes paid and payable in respect of his or her United Nations income;

(ii) If the amount of such income taxes exceeds the amount of staff assessment, the Secretary-General may also pay to the staff member the amount of such excess;

(iii) Payments made in accordance with the provisions of the present regulation shall be charged to the Tax Equalization Fund;

(iv) A payment under the conditions prescribed in the three preceding subparagraphs is authorized in respect of dependency benefits and post adjustments, which are not subject to staff assessment but may be subject to national income taxation.

Regulation 3.4: (a) Staff members whose salary rates are set forth in paragraphs 1 and 3 of annex I to the present Regulations shall be entitled to receive dependency allowances for a dependent child, for a disabled child and for a secondary dependant at rates approved by the General Assembly as follows:

(i) The staff member shall receive an allowance for each dependent child, except that the allowance shall not be paid in respect of the first dependent child if the staff member has no dependent spouse, in which case the staff member shall be entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3;

(ii) The staff member shall receive a special allowance for each disabled child. However, if the staff member has no dependent spouse and is entitled to the dependency rate of staff assessment under subparagraph (b) (i) of regulation 3.3 in respect of a disabled child, the allowance shall be the same as the allowance for a dependent child in (i) above;

(iii) Where there is no dependent spouse, a single annual allowance shall be paid for a secondary dependant in respect of either a dependent parent, a dependent brother or a dependent sister.

(b) If both husband and wife are staff members, one may claim, for dependent children, under subparagraph (a) (i) and (ii) above, in which case the other may claim only under subparagraph (a) (iii) above, if otherwise entitled.

(c) With a view to avoiding duplication of benefits and in order to achieve equality between staff members who receive dependency benefits under applicable laws in the form of governmental grants and staff members who do not receive such dependency benefits, the Secretary-General shall prescribe conditions under which the dependency allowance for a child specified in subparagraph (a) (i) above shall be payable only to the extent that the dependency benefits enjoyed by the staff member or his or her spouse under applicable laws amount to less than such a dependency allowance.

(d) Staff members whose salary rates are set by the Secretary-General under paragraph 5 or paragraph 6 of annex I to the present Regulations shall be entitled to receive dependency allowances at rates and under conditions determined by the Secretary-General, due regard being given to the circumstances in the locality in which the office is located.

(e) Claims for dependency allowances shall be submitted in writing and supported by evidence satisfactory to the Secretary-General. A separate claim for dependency allowances shall be made each year.

(c) The mobility element of the allowance shall be payable provided that:

(i) The staff member has served in the United Nations common system for a period of five consecutive years;

(ii) The staff member is assigned to a second or subsequent duty station. However, in the case of service at headquarters duty stations or other designated duty stations, three previous assignments will be required, of which at least two should have been at duty stations classified at hardship levels established by the Secretary-General;

(iii) (Cancelled)

The mobility element of the allowance shall be discontinued or reduced under terms and conditions established by the Secretary-General.

(d) The hardship element of the allowance shall be payable to staff members who are assigned to duty stations classified at hardship levels established by the Secretary-General. This element shall be payable for the duration of the staff member's assignment according to the hardship classification of the duty station.

(e) (i) The non-removal element shall be payable to staff members who, on assignment to a duty station, did not have an entitlement to removal costs under rule 107.27, provided that an entitlement to the assignment grant exists. Payment of the non-removal element shall be limited to a period of five years at one duty station, with a possible extension of up to two years on an exceptional basis; [Amended as of 1 January 1998]

(ii) Where the assignment is for two years or more, normally removal costs under rule 107.27 will be paid in the case of service at headquarters duty stations or other designated duty stations in similar locations and the non-removal element will be paid in the case of service at all other duty stations;

(iii) The non-removal element shall be discontinued if an entitlement to removal to the duty station under rule 107.27 arises. However, subject to the time limits set out in subparagraph (e) (i), the Secretary-General may decide to continue payment of the non-removal element of the allowance in lieu of removal costs under rule 107.27. [Amended as of 1 January 1998]

(f) For staff members at the P-4 and P-5 levels entitled to the dependency rate, the amount of the mobility and hardship allowance shall be determined by applying to the base salary at the dependency rate for the P-4 level, step VI, the percentages in a matrix established by the Secretary-General. For staff at the P-1 to P-3 levels entitled to the dependency rate, such amount shall be reduced by 13 per cent; for staff at the D-1 level and higher categories entitled to the dependency rate, such amount shall be increased by 13 per cent. The amounts payable at the single rate shall be 75 per cent of the amounts payable at the dependency rate.

(g) The mobility and hardship allowance shall be payable to staff in the Field Service category and to internationally recruited General Service staff in accordance with the conditions established by the Secretary-General.

Rule 103.23

Dependency allowances

(a) The rates of dependency allowances applicable to the Field Service category shall be set out in the appendix A to these Rules. The rates of dependency allowances applicable to the General Service and Trades and Crafts categories shall be set out in the appendix B to these Rules applicable to the duty station. The rates of dependency allowances applicable to the language teachers shall be set out in the appendix F to these Rules applicable to the duty station.

(b) Subject to the provisions of staff regulation 3.4 (a), the full amount of the dependency allowance provided under that regulation and the Staff Rules in respect of a dependent child shall be payable, except where the staff member or his or her spouse receives a direct governmental grant in respect of the same child. Where such a governmental grant is made, the dependency allowance payable under this rule shall be the approximate amount by which the governmental grant is less than the dependency allowance set out under the Staff Regulations and Staff Rules. In no case shall the sum of the two payments be less than the rate set out under the Staff Regulations and Staff Rules.

(c) Staff members shall be responsible for notifying the Secretary-General in writing of claims for dependency allowance and may be required to support such claims by documentary evidence satisfactory to the Secretary-General. They shall be responsible for reporting to the Secretary-General any change in the status of a dependant affecting the payment of this allowance.

(d) A dependency allowance shall be paid in respect of not more than one dependent parent, brother or sister, and such payment shall not be made when a payment is being made for a dependent spouse.

Rule 103.24

Definition of dependency

For the purposes of the Staff Regulations and Staff Rules:

(a) A dependent spouse shall be a spouse whose occupational earnings, if any, do not exceed the lowest entry level of the United Nations General Service gross salary scales in force on 1 January of the year concerned for the duty station in the country of the spouse's place of work, provided that, in the case of staff in the Professional category or above, the amount shall not at any duty station be less than the equivalent of the lowest entry level at the base of the salary system (G-2, step I, for New York).

(b) A "dependent child" shall be:

(i) A staff member's natural or legally adopted child, or

(ii) A staff member's stepchild, if residing with the staff member,

under the age of eighteen years or, if the child is in full-time attendance at a school or university (or similar educational institution), under the age of twenty-one years, for whom the staff member provides main and continuing support. The Secretary-General shall establish special conditions under which

Chapter V

ANNUAL AND SPECIAL LEAVE

Rule 105.1

Annual leave

(a) Staff members shall accrue annual leave while in full pay status at the rate of six weeks a year, subject to the provisions of paragraph (f) below and of rule 105.2 (c). No leave shall accrue while a staff member is receiving compensation equivalent to salary and allowances under rule 106.4.

(b) (i) Annual leave may be taken in units of days and half-days.

(ii) Leave may be taken only when authorized. If a staff member is absent from work without authorization, payment of salary and allowances shall cease for the period of unauthorized absence. However, if, in the opinion of the Secretary-General, the absence was caused by reasons beyond the staff member's control, and the staff member has accrued annual leave, the absence will be charged to that leave.

(iii) All arrangements as to leave shall be subject to the exigencies of the service, which may require that leave be taken by a staff member during a period designated by the Secretary-General. The personal circumstances and preferences of the individual staff member shall, as far as possible, be considered.

(c) Annual leave may be accumulated, provided that not more than twelve weeks of such leave shall be carried forward beyond 1 January of any year or such other date as the Secretary-General may set for a duty station. However, upon completion of service with a mission (so designated for this purpose by the Secretary-General), any accumulation of annual leave which otherwise would have become subject to forfeiture during the mission service, or within two months thereafter, may be utilized to cover all or part of an authorized period of post-mission leave. Any such leave which is not so utilized within four months following departure from the mission area shall be forfeited.

(d) (Cancelled)

(e) A staff member may, in exceptional circumstances, be granted advance annual leave up to a maximum of two weeks, provided his or her service is expected to continue for a period beyond that necessary to accrue the leave so advanced.

(f) The Secretary-General shall set the terms and conditions under which annual leave may be allowed to staff members recruited specifically for service with a mission from within the general area of the mission and notify the staff of these terms and conditions. These terms and conditions will be set with due regard to local practices in the area of the mission concerned.

Rule 105.2

Special leave

(a) (i) Special leave may be granted at the request of a staff member for advanced study or research in the interest of the United Nations, in cases of extended illness, for child care or for other important reasons for such period as the Secretary-General may prescribe. In exceptional cases, the Secretary-General may, at his initiative, place a staff member on special leave with full

pay if he considers such leave to be in the interest of the Organization. [Amended as of 1 January 1998]

(ii) Special leave is normally without pay. In exceptional circumstances, special leave with full or partial pay may be granted.

(iii) Subject to conditions established by the Secretary-General, family leave may be granted as follows:

a. As special leave with full pay in the case of adoption of a child;

b. As special leave without pay for a period of up to two years for a staff member who is the mother or father of a newly born or adopted child, with a possibility of extension for up to an additional two years in exceptional circumstances. The right of a staff member to be re-absorbed after the end of such special leave without pay shall be fully protected;

c. As special leave without pay for a reasonable period, including necessary travel time, upon the death of a member of the immediate family of the staff member, or in case of serious family emergency. [Amended as of 1 January 1998]

(iv) Special leave shall not be authorized for governmental service in a political office, in a diplomatic or other representational post or for the purpose of performing any functions that are incompatible with the staff member's continuing status as an international civil servant. In exceptional circumstances, special leave without pay may be granted to a staff member who is requested by his or her Government to render temporary services involving functions of a technical nature.

(b) A staff member, other than one recruited specifically for a mission, who has completed one year of satisfactory probationary service or who has a permanent appointment and who is called upon to serve in the armed forces of the State of which the staff member is a national, whether for training or active duty, may be granted special leave without pay for the duration of such military service, in accordance with terms and conditions set forth in appendix C to these Rules.

(c) During the biennium 1996-1997, the Secretary-General may authorize special leave without pay for pension purposes to protect the pension benefits of staff who are within two years of achieving age 55 years and 25 years of service, or who are 55 years of age and within two years of 25 years of service.

(d) Staff members shall not accrue service credits towards sick, annual and home leave, salary increment, seniority, termination indemnity and repatriation grant during periods of special leave with partial pay or without pay. Periods of less than one full month of such leave shall not affect the ordinary rates of accrual. Continuity of service shall not be considered broken by periods of special leave.

Rule 105.3

Home leave

(a) Staff members regarded as international recruits under rule 104.7 (a) and not excluded from home leave under rule 104.7 (c), who are residing and serving outside their home country and who are otherwise eligible, shall be

Chapter VI

SOCIAL SECURITY

Rule 106.1

Participation in the Pension Fund

Staff members whose appointments are for six months or longer or who complete six months of service under shorter appointments without an interruption of more than thirty days shall become participants in the United Nations Joint Staff Pension Fund, provided that participation is not excluded by their letters of appointment.

Rule 106.2

Sick leave

(a) Staff members who are incapacitated for the performance of their duties by illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:

(i) All sick leave must be approved on behalf of and under conditions established by the Secretary-General; [Amended as of 1 January 1998]

(ii) A staff member holding a fixed-term appointment for less than one year shall be granted sick leave credit at the rate of two working days a month of contractual service;

(iii) A staff member holding a probationary appointment or a fixed-term appointment of one year or longer but less than three years shall be granted sick leave up to three months on full salary and three months on half salary in any period of twelve consecutive months;

(iv) A staff member who holds a permanent or indefinite appointment, who holds a fixed-term appointment for three years or who has completed three years of continuous service shall be granted sick leave up to nine months on full salary and nine months on half salary in any period of four consecutive years;

(v) Staff members shall be responsible for informing their supervisors as soon as possible of absences due to illness or injury. Where practicable, they should, before absenting themselves, report to the United Nations Medical Officer;

(vi) Except with the approval of the Secretary-General, no staff member may be granted sick leave for a period of more than three consecutive working days without producing a certificate from a duly qualified medical practitioner to the effect that the staff member is unable to perform his or her duties and stating the nature of the illness and the probable duration of incapacity. Such certificate shall, except in circumstances beyond the control of the staff member, be submitted in a sealed envelope to the Executive or Administrative Officer not later than the tenth working day following the initial absence from

duty of the staff member. If the absence lasts longer than ten days, the Executive or Administrative Officer must be notified, preferably in writing, with a preliminary medical report for forwarding to the Medical Service;

(vii) A staff member may take uncertified sick leave of not more than three consecutive working days at a time, for up to seven working days in a calendar year, when incapacitated for the performance of his or her duties by illness or injury. Part or all of this entitlement may be used to attend to family-related emergencies, or for paternity leave in case of birth or adoption of a child, in which case the limitation of three consecutive working days shall not apply. After a staff member has taken periods of uncertified sick leave totalling seven working days within a calendar year, any further absence from duty within that year shall either be supported by a medical certificate as provided under subparagraph (vi) above, or may be charged to annual leave or treated as an unauthorized absence in accordance with rule 105.1 (b) (ii); [Amended as of 1 January 1998]

(viii) A staff member may be required at any time to submit a medical certificate as to his or her condition or to undergo examination by the United Nations Medical Service or a medical practitioner designated by the Medical Director. Further sick leave may be refused or the unused portion withdrawn, if the Secretary-General is satisfied that the staff member is able to return to duty. If the staff member disputes the decision, the matter shall be referred, at his or her request, to an independent practitioner acceptable to both the Medical Director and the staff member or to a medical board. The medical board shall consist of the following members:

a. A medical practitioner selected by the staff member;

b. The United Nations Medical Director or a medical practitioner designated by the Medical Director;

c. A third medical practitioner, who shall be selected by agreement between the other two members and who shall not be a medical officer of the United Nations;

(ix) A staff member shall not, while on sick leave, leave the area of the duty station without the prior approval of the Secretary-General.

(b) When sickness of more than five consecutive working days occurs within a period of annual leave, including home leave, sick leave may be approved on production of an appropriate medical certificate or other satisfactory evidence. If the sick leave involves an extension of the approved period of annual leave, the Executive or Administrative Officer must be informed before the approved period expires, where practicable with the submission of a medical certificate. The request for approval of sick leave during annual leave must be submitted, together with a medical certificate or other evidence, immediately upon return to duty.

(c) A staff member shall immediately notify a United Nations medical officer of any case of contagious disease occurring in his or her household or of any quarantine order affecting the household. In such a case, or in the case of any other condition which may affect the health of others, the United Nations medical officer shall decide whether the staff member should be excused from

attendance at the office. He or she shall receive full salary and other emoluments for the period of authorized absence.

(d) When, in the opinion of the Medical Director, a medical condition impairs a staff member's ability to perform his or her functions, the staff member may be directed not to attend the office and advised to seek treatment from a duly qualified medical practitioner.

Rule 106.3

Maternity leave

(a) A staff member shall be entitled to maternity leave in accordance with the following provisions:

(i) The leave shall extend for a total period of sixteen weeks from the time it is granted, except as provided in subparagraph (iii) below:

(ii) The leave shall commence six weeks prior to the anticipated date of birth upon production of a certificate from a duly qualified medical practitioner or midwife indicating the anticipated date of birth. However, at the staff member's request and upon production of a certificate from a duly qualified medical practitioner or midwife indicating that she is fit to continue working, the absence may be permitted to commence less than six weeks but normally not less than two weeks before the anticipated date of birth. The pre-delivery leave shall extend to the actual date of birth;

(iii) The post-delivery leave shall extend for a period equivalent to the difference between sixteen weeks and the actual period of pre-delivery leave, subject to a minimum of ten weeks. However, the staff member, on request, may be permitted to return to work after the lapse of a minimum period of six weeks following delivery;

(iv) The staff member shall receive maternity leave with full pay for the entire duration of her absence under subparagraphs (ii) and (iii) above.

(b) Where both spouses are staff members of the United Nations, an unused portion of maternity leave to which the mother would otherwise have been entitled under paragraph (a) above may be used as paternity leave by the father of the child, under conditions established by the Secretary-General. Alternatively, paternity leave may be charged to the father's annual leave entitlement. [Amended as of 1 January 1998]

(c) Sick leave shall not normally be granted for maternity cases except where serious complications arise.

(d) (Cancelled)

(e) Annual leave shall accrue during the period of maternity leave, provided that the staff member returns to service for at least six months after the completion of maternity leave.

(f) (Cancelled)

Rule 106.4

Compensation for death, injury or illness attributable to service

Staff members shall be entitled to compensation in the event of death, injury or illness attributable to the performance of official duties on behalf of the United Nations, in accordance with the rules set forth in appendix D to these Rules.

Rule 106.5

Compensation for loss or damage to personal effects attributable to service

Staff members shall be entitled, within the limits and under terms and conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

Rule 106.6

Medical insurance

Staff members may be required to participate in a United Nations medical insurance scheme under conditions established by the Secretary-General.

Annex I

SALARY SCALES AND RELATED PROVISIONS

1. The Secretary-General shall establish the salary of the Administrator of the United Nations Development Programme and the salaries of United Nations officials in the Director category and above, in accordance with amounts determined by the General Assembly, subject to the staff assessment plan provided in staff regulation 3.3 and to post adjustments wherever applied. If otherwise eligible, they shall receive the allowances that are available to staff members generally. With effect from 1 January 1998, the Administrator of the United Nations Development Programme shall receive a gross salary of US$ 175,344 per annum.

2. The Secretary-General is authorized, on the basis of appropriate justification and/or reporting, to make additional payments to United Nations officials in the Director category and above to compensate for such special costs as may be reasonably incurred, in the interests of the Organization, in the performance of duties assigned to them by the Secretary-General. Similar additional payments in similar circumstances may be made to heads of offices away from Headquarters. The maximum total amount of such payments is to be determined in the programme budget by the General Assembly.

3. Except as provided in paragraph 5 of the present annex, the salary scales and the scales of post adjustment for staff members in the Professional and higher categories shall be as shown in the present annex.

4. Subject to satisfactory service, salary increments within the levels set forth in paragraph 3 of the present annex shall be awarded annually, except that any increments above step XI of the Associate Officer level, step XIII of the Second Officer level, step XII of the First Officer level, step X of the Senior Officer level and step IV of the Principal Officer level shall be preceded by two years at the previous step. The Secretary-General is authorized to reduce the interval between salary increments to ten months and twenty months, respectively, in the case of staff subject to geographical distribution who have an adequate and confirmed knowledge of a second official language of the United Nations.

5. The Secretary-General shall determine the salary rates to be paid to personnel specifically engaged for short-term missions, conference and other short-term service, to consultants, to Field Service personnel and to technical assistance experts.

6. The Secretary-General shall fix the salary scales for staff members in the General Service and related categories, normally on the basis of the best prevailing conditions of employment in the locality of the United Nations Office concerned, provided that the Secretary-General may, where he deems it appropriate, establish rules and salary limits for payment of a non-resident allowance to General Service staff members recruited from outside the local area. The gross pensionable salaries of such staff shall be determined in accordance with the methodology specified in article 54 of the Regulations of the United Nations Joint Staff Pension Fund and are shown in the salary scales applicable to such staff.

7. The Secretary-General shall establish rules under which a language allowance may be paid to staff members in the General Service category who pass an appropriate test and demonstrate continued proficiency in the use of two or more official languages.

8. In order to preserve equivalent standards of living at different offices, the Secretary-General may adjust the basic salaries set forth in paragraphs 1 and 3 of the present annex by the application of non-pensionable post adjustments based on relative costs of living, standards of living and related factors at the office concerned as compared to New York. Such post adjustments shall not be subject to staff assessment.

9. No salary shall be paid to staff members in respect of periods of unauthorized absence from work unless such absence was caused by reasons beyond their control or duly certified medical reasons.

Salary scale for the Professional category and above, showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 March 1998

Level		STEPS														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General																
USG	Gross	147 420														
	Net D	102 130														
	Net S	91 883														
Assistant Secretary-General																
ASG	Gross	133 994														
	Net D	93 671														
	Net S	84 821														
Director			*	*	*	*	*									
D-2	Gross	109 741	112 164	114 591	117 016	119 442	121 869									
	Net D	78 390	79 919	81 447	82 975	84 504	86 032									
	Net S	72 056	73 338	74 615	75 890	77 167	78 443									
Principal Officer						*	*	*	*	*						
D-1	Gross	97 119	99 168	101 216	103 261	105 310	107 358	109 407	111 476	113 552						
	Net D	70 324	71 633	72 942	74 249	75 558	76 867	78 176	79 485	80 793						
	Net S	65 012	66 156	67 299	68 440	69 583	70 726	71 869	72 976	74 068						
Senior Officer												*	*	*		
P-5	Gross	85 685	87 516	89 347	91 192	93 046	94 898	96 751	98 605	100 457	102 310	104 164	106 016	107 869		
	Net D	62 983	64 168	65 352	66 537	67 721	68 905	70 089	71 274	72 457	73 641	74 826	76 009	77 194		
	Net S	58 486	59 570	60 653	61 705	62 740	63 773	64 807	65 842	66 875	67 909	68 944	69 977	71 011		
First Officer														*	*	*
P-4	Gross	70 619	72 382	74 141	75 913	77 700	79 483	81 269	83 054	84 839	86 623	88 406	90 197	92 003	93 811	95 619
	Net D	53 196	54 353	55 507	56 660	57 817	58 971	60 126	61 281	62 436	63 590	64 744	65 901	67 055	68 210	69 365
	Net S	49 523	50 584	51 643	52 700	53 758	54 814	55 871	56 928	57 985	59 041	60 096	61 150	62 158	63 166	64 175
Second Officer															*	*
P-3	Gross	57 720	59 351	60 984	62 613	64 246	65 889	67 542	69 197	70 851	72 506	74 159	75 824	77 500	79 176	80 854
	Net D	44 669	45 754	46 839	47 923	49 008	50 093	51 178	52 263	53 348	54 434	55 518	56 603	57 687	58 772	59 858
	Net S	41 685	42 683	43 682	44 679	45 678	46 675	47 670	48 667	49 662	50 658	51 654	52 648	53 640	54 632	55 626
Associate Officer													*			
P-2	Gross	46 458	47 883	49 305	50 728	52 149	53 572	54 996	56 453	57 915	59 372	60 830	62 291			
	Net D	37 035	38 006	38 976	39 946	40 916	41 886	42 857	43 826	44 798	45 768	46 737	47 709			
	Net S	34 741	35 622	36 500	37 380	38 258	39 138	40 017	40 909	41 804	42 696	43 568	44 482			
Assistant Officer																
P-1	Gross	35 382	36 716	38 051	39 386	40 719	42 052	43 388	44 722	46 061	47 449					
	Net D	29 317	30 251	31 183	32 116	33 048	33 979	34 914	35 845	36 777	37 710					
	Net S	27 655	28 515	29 372	30 230	31 087	31 944	32 804	33 661	34 508	35 353					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required

Annex II

LETTERS OF APPOINTMENT

(a) The letter of appointment shall state:

(i) That the appointment is subject to the provisions of the Staff Regulations and of the Staff Rules applicable to the category of appointment in question and to changes which may be duly made in such regulations and rules from time to time;

(ii) The nature of the appointment;

(iii) The date at which the staff member is required to enter upon his or her duties;

(iv) The period of appointment, the notice required to terminate it and period of probation, if any;

(v) The category, level, commencing rate of salary and, if increments are allowable, the scale of increments, and the maximum attainable;

(vi) Any special conditions which may be applicable.

(b) A copy of the Staff Regulations and the Staff Rules shall be transmitted to the staff member with the letter of appointment. In accepting appointment the staff member shall state that he or she has been acquainted with and accepts the conditions laid down in the Staff Regulations and in the Staff Rules.

(c) The letter of appointment of a staff member on secondment from government service signed by the staff member and by or on behalf of the Secretary-General, and relevant supporting documentation of the terms and conditions of secondment agreed to by the Member State and the staff member, shall be evidence of the existence and validity of secondment from government service to the Organization for the period stated in the letter of appointment.

Annex IV

REPATRIATION GRANT

In principle, the repatriation grant shall be payable to staff members whom the Organization is obligated to repatriate and who at the time of separation are residing, by virtue of their service with the United Nations, outside their country of nationality. The repatriation grant shall not, however, be paid to a staff member who is summarily dismissed. Eligible staff members shall be entitled to a repatriation grant only upon relocation outside the country of the duty station. Detailed conditions and definitions relating to eligibility and requisite evidence of relocation shall be determined by the Secretary-General.

Years of continuous service away from home country	Staff member with a spouse or dependent child at time of separation	Staff member with neither a spouse nor dependent child at time of separation	
		Professional and higher categories	General Service category
	Weeks of gross salary, less staff assessment, where applicable[a] or Weeks of pensionable remuneration, less staff assessment, where applicable[b]		
1	4	3	2
2	8	5	4
3	10	6	5
4	12	7	6
5	14	8	7
6	16	9	8
7	18	10	9
8	20	11	10
9	22	13	11
10	24	14	12
11	26	15	13
12 or more	28	16	14

[a] For staff in the Professional and higher categories and in the Field Service category.

[b] For staff in the General Service and related categories.

APPENDICES TO THE STAFF RULES

Appendix A

Pensionable remuneration for staff in the Professional category and above

(United States dollars)

Effective 1 November 1997

Level	STEPS														
	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
Under-Secretary-General USG	178 292														
Assistant Secretary-General ASG	164 791														
Director D-2	137 029	140 143	143 257	146 368	149 482	152 596									
Principal Officer D-1	121 365	123 854	126 342	128 826	131 315	133 927	136 593	139 260	141 923						
Senior Officer P-5	107 410	109 662	111 913	114 165	116 417	118 666	120 918	123 170	125 419	127 671	129 923	132 180	134 593		
First Officer P-4	88 604	91 002	93 195	95 389	97 587	99 781	101 977	104 173	106 368	108 562	110 756	112 957	115 150	117 345	119 542
Second Officer P-3	73 911	75 798	77 685	79 569	81 457	83 343	85 228	87 117	89 092	91 156	93 218	95 280	97 342	99 403	101 468
Associate Officer P-2	60 636	62 326	64 012	65 700	67 386	69 074	70 761	72 446	74 136	75 822	77 508	79 197			
Assistant Officer P-1	47 217	48 842	50 462	52 084	53 705	55 325	56 949	58 569	60 190	61 812					

Salary scale for the Field Service category showing annual gross salaries and net equivalents after application of staff assessment

(United States dollars)

Effective 1 March 1998

Level		STEPS														
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
												•	•			
FS-7	Gross	70 134	71 992	73 851	75 716	77 598	79 484	81 369	83 250	85 136	87 019	88 903	90 800			
	Net D	52 678	54 087	55 316	56 533	57 751	58 971	60 191	61 408	62 628	63 846	65 065	66 286			
	Net S	49 231	50 349	51 468	52 584	53 698	54 815	55 930	57 044	58 161	59 275	60 391	61 486			
												•	•			
FS-6	Gross	58 141	59 848	61 568	63 262	64 968	66 700	68 428	70 165	71 892	73 622	75 359	77 111			
	Net D	44 949	46 084	47 221	48 354	49 489	50 625	51 759	52 896	54 031	55 166	56 302	57 436			
	Net S	41 942	42 987	44 033	45 076	46 120	47 163	48 204	49 248	50 289	51 330	52 373	53 410			
FS-5	Gross	49 331	50 751	52 172	53 591	55 014	56 469	57 926	59 382	60 842	62 298	63 755	65 213	66 691		
	Net D	38 994	39 962	40 931	41 899	42 869	43 837	44 806	45 774	46 745	47 713	48 682	49 650	50 619		
	Net S	36 617	37 384	38 272	39 149	40 029	40 919	41 811	42 702	43 595	44 486	45 378	46 268	47 158		
															•	•
FS-4	Gross	42 754	43 908	45 057	46 236	47 415	48 592	49 770	50 953	52 130	53 309	54 487	55 644	56 883	58 102	59 310
	Net D	34 470	35 277	36 079	36 883	37 687	38 490	39 293	40 100	40 903	41 707	42 510	43 288	44 119	44 923	45 726
	Net S	32 396	33 138	33 875	34 604	35 332	36 060	36 788	37 519	38 246	38 975	39 703	40 414	41 179	41 918	42 658
															•	•
FS-3	Gross	37 097	38 077	39 054	40 033	41 009	41 989	42 967	43 944	44 924	45 918	46 924	47 927	48 931	49 931	50 934
	Net D	30 516	31 201	31 884	32 568	33 250	33 935	34 619	35 302	35 987	36 666	37 352	38 036	38 721	39 403	40 087
	Net S	28 758	29 389	30 017	30 646	31 274	31 904	32 533	33 161	33 791	34 407	35 029	35 649	36 269	36 887	37 507
												•	•			
FS-2	Gross	32 328	33 160	33 996	34 828	35 685	36 549	37 373	38 278	39 142	40 007	40 870	41 732			
	Net D	27 113	27 716	28 322	28 925	29 529	30 133	30 709	31 341	31 945	32 550	33 153	33 756			
	Net S	25 630	26 185	26 741	27 295	27 850	28 406	28 936	29 518	30 073	30 630	31 184	31 739			
FS-1	Gross	28 281	28 989	29 696	30 417	31 149	31 884	32 617	33 348	34 081	34 812					
	Net D	24 134	24 686	25 197	25 727	26 258	26 791	27 322	27 852	28 384	28 914					
	Net S	22 902	23 387	23 872	24 358	24 845	25 335	25 823	26 310	26 798	27 285					

D = Rate applicable to staff members with a dependent spouse or child.

S = Rate applicable to staff members with no dependent spouse or child.

* = The normal qualifying period for in-grade movement between consecutive steps is one year, except at those steps marked with an asterisk, for which a two-year period at the preceding step is required.

Pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 November 1997

	STEPS														
Level	I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII	XIV	XV
FS-7	88 198	90 515	92 834	95 147	97 463	99 782	102 101	104 416	106 734	109 049	111 368	113 688			
FS-6	74 398	76 372	78 349	80 319	82 293	84 268	86 240	88 236	90 390	92 548	94 707	96 863			
FS-5	64 045	65 727	67 411	69 095	70 782	72 465	74 151	75 833	77 520	79 204	80 889	82 572	84 257		
FS-4	56 179	57 580	58 975	60 374	61 772	63 168	64 565	65 967	67 363	68 761	70 158	71 510	72 954	74 353	75 750
FS-3	49 302	50 494	51 681	52 871	54 056	55 248	56 437	57 625	58 815	59 997	61 189	62 377	63 569	64 754	65 945
FS-2	43 436	44 435	45 488	46 536	47 587	48 637	49 639	50 737	51 787	52 839	53 887	54 937			
FS-1	38 663	39 515	40 366	41 215	42 065	42 919	43 770	44 671	45 596	46 518					

Appendix B

Salary scale for staff in the General Service category at Headquarters

(United States dollars)

Effective 1 January 1998

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI
G-7	(Gross)	49 888	51 889	53 891	55 892	57 893	59 895	62 033	64 180	66 326	68 472	70 619*
	(Gross pension)	48 973	50 897	52 820	54 743	56 667	58 590	60 519	62 520	64 522	66 523	68 525*
	(Total net)	38 917	40 398	41 879	43 360	44 841	46 322	47 803	49 284	50 765	52 246	53 727*
	(Net pension)	38 917	40 398	41 879	43 360	44 841	46 322	47 803	49 284	50 765	52 246	53 727*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-6	(Gross)	44 899	46 707	48 515	50 323	52 131	53 939	55 747	57 555	59 364	61 257	63 196*
	(Gross pension)	44 179	45 916	47 654	49 391	51 129	52 867	54 604	56 342	58 080	59 817	61 603*
	(Total net)	35 225	36 563	37 901	39 239	40 577	41 915	43 253	44 591	45 929	47 267	48 605*
	(Net pension)	35 225	36 563	37 901	39 239	40 577	41 915	43 253	44 591	45 929	47 267	48 605*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-5	(Gross)	40 365	42 001	43 638	45 274	46 911	48 547	50 184	51 820	53 457	55 093	56 730*
	(Gross pension)	39 821	41 394	42 967	44 540	46 112	47 685	49 258	50 830	52 403	53 976	55 549*
	(Total net)	31 870	33 081	34 292	35 503	36 714	37 925	39 136	40 347	41 558	42 769	43 980*
	(Net pension)	31 870	33 081	34 292	35 503	36 714	37 925	39 136	40 347	41 558	42 769	43 980*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-4	(Gross)	36 425	37 847	39 269	40 719	42 199	43 678	45 158	46 638	48 118	49 597	51 077*
	(Gross pension)	35 895	37 317	38 740	40 162	41 584	43 006	44 428	45 850	47 272	48 694	50 116*
	(Total net)	28 847	29 942	31 037	32 132	33 227	34 322	35 417	36 512	37 607	38 702	39 797*
	(Net pension)	28 847	29 942	31 037	32 132	33 227	34 322	35 417	36 512	37 607	38 702	39 797*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-3	(Gross)	32 853	34 145	35 438	36 730	38 022	39 314	40 631	41 976	43 320	44 665	46 009*
	(Gross pension)	32 324	33 616	34 908	36 201	37 493	38 785	40 077	41 369	42 662	43 954	45 246*
	(Total net)	26 097	27 092	28 087	29 082	30 077	31 072	32 067	33 062	34 057	35 052	36 047*
	(Net pension)	26 097	27 092	28 087	29 082	30 077	31 072	32 067	33 062	34 057	35 052	36 047*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*
G-2	(Gross)	29 636	30 804	31 971	33 139	34 306	35 474	36 642	37 809	38 977	40 150*	
	(Gross pension)	29 160	30 275	31 442	32 610	33 777	34 945	36 112	37 280	38 447	39 615*	
	(Total net)	23 620	24 519	25 418	26 317	27 216	28 115	29 014	29 913	30 812	31 711*	
	(Net pension)	23 620	24 519	25 418	26 317	27 216	28 115	29 014	29 913	30 812	31 711*	
	(NPC)	0	0	0	0	0	0	0	0	0	0*	
G-1	(Gross)	26 731	27 786	28 840	29 895	30 949	32 004	33 058	34 113	35 168*		
	(Gross pension)	26 399	27 401	28 404	29 406	30 420	31 475	32 529	33 584	34 638*		
	(Total net)	21 383	22 195	23 007	23 819	24 631	25 443	26 255	27 067	27 879*		
	(Net pension)	21 383	22 195	23 007	23 819	24 631	25 443	26 255	27 067	27 879*		
	(NPC)	0	0	0	0	0	0	0	0	0*		

Dependency allowances (US$ net per annum)

Child	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowances (to be included in pensionable remuneration):

First language	1 596 net per annum.
Second language	798 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* **Long-service step**:

Step XI at levels G-3 to G-7, step X at level G-2 and step IX at level G-1 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

Salary scale for staff in the Security Service category at Headquarters

(United States dollars)

Effective 1 January 1998

Level		STEPS I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII	XIII
S-7	(Gross)	61 213	63 675	66 138	68 600	71 062	73 525	75 987	78 449	80 912*				
	(Gross pension)	59 779	62 050	64 346	66 642	68 938	71 234	73 530	75 826	78 122*				
	(Total net)	47 237	48 936	50 635	52 334	54 033	55 732	57 431	59 130	60 829*				
	(Net pension)	47 237	48 936	50 635	52 334	54 033	55 732	57 431	59 130	60 829*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
S-6	(Gross)	56 765	58 905	61 132	63 417	65 713	68 009	70 304	72 600	74 896*				
	(Gross pension)	55 582	57 640	59 697	61 810	63 950	66 091	68 231	70 372	72 512*				
	(Total net)	44 006	45 590	47 174	48 758	50 342	51 926	53 510	55 094	56 678*				
	(Net pension)	44 006	45 590	47 174	48 758	50 342	51 926	53 510	55 094	56 678*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
S-5	(Gross)	52 386	54 373	56 359	58 346	60 357	62 487	64 617	66 748	68 878*				
	(Gross pension)	51 375	53 284	55 193	57 102	59 011	60 942	62 929	64 915	66 902*				
	(Total net)	40 766	42 236	43 706	45 176	46 646	48 116	49 586	51 056	52 526*				
	(Net pension)	40 766	42 236	43 706	45 176	46 646	48 116	49 586	51 056	52 526*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
S-4	(Gross)	47 936	49 758	51 580	53 401	55 223	57 045	58 866	60 738	62 691*				
	(Gross pension)	47 098	48 849	50 599	52 350	54 101	55 851	57 602	59 353	61 133*				
	(Total net)	37 473	38 821	40 169	41 517	42 865	44 213	45 561	46 909	48 257*				
	(Net pension)	37 473	38 821	40 169	41 517	42 865	44 213	45 561	46 909	48 257*				
	(NPC)	0	0	0	0	0	0	0	0	0*				
S-3	(Gross)	44 859	46 289	47 719	49 149	50 578	52 008	53 438	54 868	56 297	57 727	59 157*		
	(Gross pension)	44 141	45 515	46 889	48 263	49 637	51 011	52 385	53 759	55 133	56 507	57 881*		
	(Total net)	35 196	36 256	37 312	38 370	39 428	40 486	41 544	42 602	43 660	44 718	45 776*		
	(Net pension)	35 196	36 256	37 312	38 370	39 428	40 486	41 544	42 602	43 660	44 718	45 776*		
	(NPC)	0	0	0	0	0	0	0	0	0	0	0*		
S-2	(Gross)	40 395	41 688	42 981	44 274	45 568	46 861	48 154	49 447	50 741	52 034	53 327	54 620	55 914*
	(Gross pension)	39 650	41 093	42 336	43 579	44 821	46 064	47 307	48 550	49 793	51 036	52 279	53 521	54 764*
	(Total net)	31 892	32 849	33 806	34 763	35 720	36 677	37 634	38 591	39 548	40 505	41 462	42 419	43 376*
	(Net pension)	31 892	32 849	33 806	34 763	35 720	36 677	37 634	38 591	39 548	40 505	41 462	42 419	43 376*
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0	0*
S-1	(Gross)	36 081	37 192											
	(Gross pension)	35 551	36 663											
	(Total net)	28 582	29 438											
	(Net pension)	28 582	29 438											
	(NPC)	0	0											

Dependency allowances	(US$ net per annum)
Child	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowances (to be included in pensionable remuneration):

First language	1 596 net per annum.
Second language	798 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

Step IX at levels S-4 to S-7, step XI at level S-3 and step XIII at level S-2 are long-service steps.

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

Salary scale for staff in the Public Information Assistant and Tour Coordinator/Supervisor category at Headquarters

(United States dollars)

Effective 1 January 1998

Level		STEPS I	II	III	IV	V
Tour Coordinator/Supervisor and Briefing Assistant*	(Gross)	43 930	46 128	48 327	50 526	52 724
	(Gross pension)	43 247	45 360	47 473	49 586	51 699
	(Total net)	34 508	36 135	37 762	39 389	41 016
	(Net pension)	34 508	36 135	37 762	39 389	41 016
	(NPC)	0	0	0	0	0
Public Information Assistant II and Tour Coordinator	(Gross)	38 670	40 311	42 005	43 700	45 395
	(Gross pension)	38 141	39 769	41 398	43 027	44 655
	(Total net)	30 576	31 830	33 084	34 338	35 592
	(Net pension)	30 576	31 830	33 084	34 338	35 592
	(NPC)	0	0	0	0	0
Public Information Assistant I	(Gross)	35 556	37 044			
	(Gross pension)	35 027	36 515			
	(Total net)	28 178	29 324			
	(Net pension)	28 178	29 324			
	(NPC)	0	0			

* Includes Briefing Assistant as at 1 September 1991.

Reserve guides are paid by the day in accordance with the above rates.

Increments: salary increments within the levels shall be effective on the first day of the pay period in which satisfactory service requirements are completed as follows:

Public Information Assistant I 6 months
Public Information Assistant II 12 months

No increments shall be paid in the case of staff members whose service will cease during the month in which the increment would ordinarily have been due.

Dependency allowances	(US$ net per annum)
Child	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowance: not entitled.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.

Salary scale for staff in the Trades and Crafts category at Headquarters

(United States dollars)

Effective 1 January 1998

Level		STEPS						
		I	II	III	IV	V	VI	VII*
TC-8	(Gross)	60 141	62 297	64 454	66 610	68 767	70 923	73 080
	(Gross pension)	58 817	60 765	62 776	64 787	66 797	68 808	70 819
	(Total net)	46 497	47 985	49 473	50 961	52 449	53 937	55 425
	(Net pension)	46 497	47 985	49 473	50 961	52 449	53 937	55 425
	(NPC)	0	0	0	0	0	0	0
TC-7	(Gross)	56 509	58 404	60 320	62 352	64 384	66 416	68 448
	(Gross pension)	55 337	57 158	58 979	60 816	62 711	64 606	66 500
	(Total net)	43 817	45 219	46 621	48 023	49 425	50 827	52 229
	(Net pension)	43 817	45 219	46 621	48 023	49 425	50 827	52 229
	(NPC)	0	0	0	0	0	0	0
TC-6	(Gross)	52 886	54 665	56 443	58 222	60 000	61 907	63 814
	(Gross pension)	51 855	53 564	55 273	56 982	58 691	60 402	62 180
	(Total net)	41 136	42 452	43 768	45 084	46 400	47 716	49 032
	(Net pension)	41 136	42 452	43 768	45 084	46 400	47 716	49 032
	(NPC)	0	0	0	0	0	0	0
TC-5	(Gross)	49 265	50 928	52 592	54 255	55 919	57 582	59 246
	(Gross pension)	48 375	49 973	51 572	53 171	54 769	56 368	57 967
	(Total net)	38 456	39 687	40 918	42 149	43 380	44 611	45 842
	(Net pension)	38 456	39 687	40 918	42 149	43 380	44 611	45 842
	(NPC)	0	0	0	0	0	0	0
TC-4	(Gross)	45 651	47 199	48 746	50 293	51 841	53 388	54 935
	(Gross pension)	44 902	46 389	47 876	49 363	50 850	52 337	53 824
	(Total net)	35 782	36 927	38 072	39 217	40 362	41 507	42 652
	(Net pension)	35 782	36 927	38 072	39 217	40 362	41 507	42 652
	(NPC)	0	0	0	0	0	0	0
TC-3	(Gross)	42 032	43 465	44 897	46 330	47 762	49 195	50 627
	(Gross pension)	41 424	42 801	44 177	45 554	46 930	48 307	49 684
	(Total net)	33 104	34 164	35 224	36 284	37 344	38 404	39 464
	(Net pension)	33 104	34 164	35 224	36 284	37 344	38 404	39 464
	(NPC)	0	0	0	0	0	0	0
TC-2	(Gross)	38 483	39 747	41 051	42 366	43 681	44 996	46 311
	(Gross pension)	37 954	39 217	40 481	41 745	43 008	44 272	45 536
	(Total net)	30 432	31 405	32 378	33 351	34 324	35 297	36 270
	(Net pension)	30 432	31 405	32 378	33 351	34 324	35 297	36 270
	(NPC)	0	0	0	0	0	0	0
TC-1	(Gross)	34 992	36 144	37 296	38 448	39 600	40 762	41 981
	(Gross pension)	34 463	35 615	36 767	37 919	39 071	40 223	41 375
	(Total net)	27 744	28 631	29 518	30 405	31 292	32 179	33 066
	(Net pension)	27 744	28 631	29 518	30 405	31 292	32 179	33 066
	(NPC)	0	0	0	0	0	0	0

Dependency allowances	(US$ net per annum)
Child	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowances (to be included in pensionable remuneration):

First language	1 596 net per annum.
Second language	798 net per annum.

Increments: salary increments within the levels shall be awarded annually on the basis of satisfactory service.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1996/17.

Appendix D

RULES GOVERNING COMPENSATION IN THE EVENT OF DEATH, INJURY OR ILLNESS ATTRIBUTABLE TO THE PERFORMANCE OF OFFICIAL DUTIES ON BEHALF OF THE UNITED NATIONS

Issued as a separate document (ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1)

Article 16

Advisory Board on Compensation Claims

(d) The Board shall consist of:

(i) Three representatives of the Administration appointed by the Secretary-General;

(ii) Three representatives of the staff appointed by the Secretary-General on the recommendation of the Staff Committee;

who should have the necessary expertise in administrative and personnel matters.

Appendix E

(Cancelled)

Appendix F

Salary scale for staff in the Language Teacher category at Headquarters

(United States dollars)

Effective 1 January 1998

Level		STEPS											
		I	II	III	IV	V	VI	VII	VIII	IX	X	XI	XII*
LT	(Gross)	51 385	53 139	54 893	56 647	58 401	60 167	62 048	63 929	65 810	67 691	69 572	71 454
	(Gross pension)	50 412	52 098	53 784	55 469	57 155	58 841	60 533	62 287	64 041	65 795	67 549	69 303
	(Total net)	40 025	41 323	42 621	43 919	45 217	46 515	47 813	49 111	50 409	51 707	53 005	54 303
	(Net pension)	40 025	41 323	42 621	43 919	45 217	46 515	47 813	49 111	50 409	51 707	53 005	54 303
	(NPC)	0	0	0	0	0	0	0	0	0	0	0	0

Increments: salary increments shall be awarded annually on the basis of satisfactory service.

Work schedule: The yearly schedule of work consists of three terms of 13 weeks each. There is a summer recess and there are scheduled breaks between terms. Leave taken during the recess and the breaks in excess of the annual leave entitlement provided in the Staff Rules is treated as special leave without pay.

* Long-service step:

The qualifying criteria for in-grade increases to the long-service step are as follows:

(a) The staff member should have had at least 20 years of service within the United Nations common system and 5 years of service at the top regular step of the current grade;

(b) The staff member's service should have been satisfactory.

Dependency allowances	(US$ net per annum)
Child	1 236
Except for first dependent child of a single, widowed or divorced staff member	3 038
Dependent spouse	3 038
Secondary dependant	1 181

Language allowance: not entitled.

For an explanation of the format of salary scales, please refer to ST/IC/1994/15 and ST/IC/1994/17.